

NOS AWS SUPERVISORY GUIDANCE
(June 2002)

These implementation guidelines are provided to assist managers in administering the updated National Ocean Service (NOS) Alternative Work Schedule (AWS) Plan within their respective work units. Below is a comparison of the changes.

Previous	New
The Department of Commerce restricted the Flexitour schedule to allow credit hours earned to only be used in the same day.	Flexitour can again accumulate credit hours

Because of the variations in each schedule, supervisors and managers need to become thoroughly familiar with each schedule. In addition, time and attendance regulations should be enforced as they apply to the various schedules.

The following information provides clarification of issues raised frequently by supervisors and managers regarding implementation of the time and attendance regulations and practices. This information will also assist supervisors and managers in determining how they will implement the plan in their respective organizational units.

All NOS employees are eligible to participate. However, employees are not required to participate in AWS, nor is participation an employee right. Program and Staff Office Directors have authority to limit participation in this plan; therefore, every office may not be able to utilize every option offered. In addition, supervisors and managers must decide which options best meet the needs of their work unit and allow employees to participate within this framework. Supervisors and managers must review the 2-week tour of duty schedules (Maxiflex) provided by each employee to ensure appropriate coverage for the office during the official NOS working hours of 8:00 a.m. to 4:30 p.m. In addition, employees must be on duty on days of work during the established core hours between 9:30 a.m. and 3:00 p.m., unless their absence has been approved by their supervisor. Employees must be authorized to work overtime or compensatory time in order to work outside the official hours of 6:30 a.m. and 6:30 p.m., Monday through Friday, and have the appropriate paperwork completed (CD-81, Authorization for Paid Overtime and/or Holiday Work, and for Compensatory Time).

AWS SCHEDULES

The basic provisions of the four authorized work schedules are reviewed below and include some examples of variations. Offices which contain union employees should follow the provisions of the

negotiated union agreement.

Flexitour

- Flexitour work schedule permits employees to select a starting time which is the same—five days a week, ten days a pay period, Monday through Friday (Example: 7:30 a.m. to 4:00 p.m. M-F).
- A bi-weekly schedule is not necessary since the schedule remains the same; however, a permanent change requires a one pay period notice from the employee, and review and approval by the supervisor.
- With supervisory approval, employees may earn credit hours and may carryover the maximum of 24 hours from one pay period to a subsequent pay period.

Maxiflex

- Employees are allowed to select starting and ending times within flexible time bands and must work 80 hours within a biweekly pay period.
- Employees may pre-set starting and ending times between 6:30 a.m. and 9:30 a.m. and 3:00 p.m. and 6:30 p.m. respectively, Monday through Friday. Employees have a n -hour grace period before and after their scheduled starting time before they have to take leave or ask for supervisory approval to adjust their work schedule. It is assumed employees will work their scheduled number of hours. (Example: Employee's work hours are 7:00 a.m. to 3:30 p.m. Employee arrives at 7:30 a.m. The employee, without supervisory approval, can adjust his/her schedule to work until 4:00 p.m. to complete their 8-hour day and not take leave.)
- Employees may work up to 10 hours a day without claiming overtime in order to work fewer than 5 days a week or 10 days in a biweekly pay period.
- With supervisory approval, employees may earn credit hours and may carryover the maximum of 24 hours from one pay period to a subsequent pay period.
- Employees must turn in a bi-weekly schedule for supervisory approval initially, and one pay period in advance for any **changes** to their schedule thereafter.
- There are no core days within the Monday through Friday workweek. Employees must be present during core hours (9:30 a.m. to 3:00 p.m.) on days that they work unless their absence is approved by the supervisor.
- Employees working 9 or 10-hour schedules may take a preferred day off, subject to approval of the supervisor based on program requirements and office coverage. Supervisors should implement a

procedure to ensure that all employees have an equal opportunity to take their preferred day off.

Compressed Work Schedule

- Not a flexible work schedule. Employees must complete their 80 hours in less than 10 days. This schedule must not be confused with the flexible Maxiflex schedule.
- Employees are allowed to select either a 4 10-hour day work week or a 5/4-9 schedule, Monday through Friday. Once the schedule, hours of duty and day off is determined, the **employee cannot deviate from that schedule**. The employee can not adjust his/her schedule to avoid taking leave. (NOTE: This differs from the Maxiflex schedule which allows you to change your schedule as needed).
- For holidays, this is the **only** schedule that allows the employee to be paid for more than 8 hours. They receive the number of hours they are scheduled to work on that day. This is only true because it is a FIXED schedule.
- Employees cannot earn credit hours.

Basic Work Week Schedule

- Not a flexible schedule.
- Employee works the official working hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.
- Employee cannot adjust his/her schedule to avoid taking leave.
- Employee cannot earn credit hours.

TIME AND ATTENDANCE

Time and attendance questions that arise frequently are as follows:

Holiday. Holiday pay is different depending on if the employee is working a flexible schedule or a compressed schedule. For a flexible schedule, holiday pay is limited to **8 hours** in a day. Maxiflex is a flexible work schedule; therefore, in a pay period where a holiday occurs, it is assumed that employees will adjust their schedule as necessary. If an employee chooses not to adjust his/her schedule, he/she must take leave for any additional hours on the holiday. For a compressed schedule, holiday pay is the number of hours the employee is scheduled to work (i.e., 8,9 or 10).

When a holiday falls on an employee's scheduled day off, the "**in lieu of**" holiday is the workday before the non-workday unless the holiday falls on Sunday - then the subsequent workday is the

holiday (e.g., for a Friday holiday the "in lieu of" holiday would be on Thursday; for a Monday holiday the "in lieu of" holiday would be Tuesday.)

Time Accounting Systems. Each office can establish their own time accounting system. The CD-465, Alternative Work Schedule Attendance Log, is no longer the only method. A **copy of the policy must be kept on file.** In the absence of a specific office policy, the form CD-465 will be the time accounting system for the record.

Some examples of time accounting methods are: (1) T&A Worksheets which record arrival and departure times, hours worked, leave taken, etc. (2) Electronic systems and (3) Supervisory observation such as supervisor visually aware of arrival/departure of employees; telephone calls to employee when supervisor is not there but employee is scheduled to be; and supervisor determining reasonableness of work output for time spent.

Time and Attendance Coding. On the employee data screen, alternative schedule, T&A's should be coded as follows:

Compressed 4 10-hour days	- "3"
Compressed 5/4-9	- "5"
Flexitour	- "7"
Maxiflex	- "8"
Basic	- "9"

Credit Hours. Credit hours worked should only be recorded on the T&A when they are in excess of the employee's scheduled tour of duty for the day. They must be worked within the 6:30 a.m. to 6:30 p.m. timeframe, Monday through Friday. Working any other time is considered overtime and must be treated as such.

Travel/Training. When an employee travels or goes to training, what work schedule they should be on for that time period should be discussed with the supervisor **before** the employee leaves. It should be determined what schedule they will be on and if any overtime/compensatory time is needed (reference Overtime Pay for Travel, decision table by MASC HR at:
<http://www.masc.noaa.gov/masc/hrd/prempay.html>

Handy Internet Sites

<http://www.rdc.noaa.gov/~hrmo/pay.htm>

NOAA Human Resources "Pay and Leave" Page where you can access:

- AWS Model Plan
- Leave Handbook
- Pay Manual
- Premium Pay Manual

<http://www.opm.gov/oca/aws/index.htm>

OPM Handbook on Alternative Work Schedules